

Thank you for viewing a Property presented by AQUILA REALTY

Address of property _____

Please take the time to carefully read the Application, Information required, as well as ID requirements.

AQUILA REALTY does **NOT** require an **OPTION FEE** to be paid with the Application.

Should your application be **ACCEPTED**, you will be asked the following:

1. Arrangement to Sign Lease within two days of Acceptance
(To allow Aquila Realty to remove the property from our Available Rentals List on all websites)
2. **Two Week's rent + Bond**, Including **Pet Bond Paid** prior to or immediately after Lease has been signed

Tenant/s Agree and Accept to Lease Property which includes:

1. Standard Lease Conditions
2. All Conditions – Pages 1 – 6
3. Any Extra Conditions Applicable or relevant to above Property
4. Bond + 2 weeks Rent Paid - equal to 4 x weeks Rent – As soon as Lease has been Signed & prior to handover of Keys
5. Pet Bond paid if applicable – currently \$260.00

Tenant Names:

Tenant/s Signatures: X X
X X

Date: ____/____/____

Completed Applications can be forwarded via:

1. Email: propertymanagement@aquilarealty.com.au
2. In Person: **Shop T5 Egerton Drive, Aveley** – VALE TOWN CENTRE
Business Hours **9am – 5pm**

Should you have any queries regarding your application, please call during office hours
Weekdays: 9.00am – 5.00pm Office: 08 9297 4009

Prior to Applying – Have you thought about.....

- Location? Access required for amenities such as transport
- Gardens? Time and care factors including watering obligations
- Car Parking versus number of vehicles & occupants



INFORMATION REQUIRED WITH APPLICATION

In order for us as the **Agent** to process your application promptly, we require **COPIES** of the following to verify your application, from **ALL** applicants.

IDENTIFICATION – Two of the following items **must** be provided

Drivers Licence or Proof of age card

Passport

(at least one of these)

Birth Certificate or Extract

And

Medicare card

Bank Card or Visa Card

(at least one of these)

Centrelink Card

INCOME – One of the following

Pay Slip/s

Centrelink Statement of Income

Contract/Letter from Employer

Contact Details of Employer and/or previous employer if less than 12mths

IMPORTANT:

Please ensure your **Employer** is aware of your consent for information to be provided

OTHER

Rent receipts

Invoice with current residential address

Contact Details of current or previous Agent or Private Owner



****IMPORTANT****

Items to make a residence more comfortable are attractive to tenants when looking for a rental property. Be mindful of costs associated with the day to day usage of these items. Items that can incur exorbitant costs if not used sparingly or in a controlled manner, include but not limited to, reverse cycle refrigerated air conditioning, swimming pool pumps equipment, evaporative ducted air conditioning, gas heating. The costs associated with using such items is solely the responsibility of the tenant.



Water consumption is a tenant's responsibility. Be mindful of showering times, ensure reticulation at the property is set to correct watering days and ample watering times. During wet months, turn the reticulation off. On September 1st, check the reticulation and set for correct watering days. Accepting a property to rent with gardens comes with obligations of watering as well as general upkeep.

If the use of a paddle pool has been approved by the Owner, take into consideration the water usage for such an item as well as have diligent safety measures in place.



ANNEXURE TO TENANCY APPLICATION

To allow us to process your application, you are to answer all questions to the best of your ability. Any false information provided will result in your application being denied. () Initials

The completion of this annexure does not constitute an offer or acceptance. () Initials

Upon Acceptance of your Application, all monies must be paid in full prior to Handover of Keys, Money can be electronically deposited to our Trust account – our Bank details will be provided upon Acceptance. () Initials

Please answer the following questions:-

Have you ever been evicted by an Owner or an Agent?

If yes, please give details_____

Have you ever been refused a property by an Owner or an Agent?

If yes, please give details_____

Are you in debt to any Owner or Agent?

If yes, please give details_____

Have you ever been late with previous rental payments?

If yes, please give details_____

Are you anticipating bond deductions from current tenancy or had bond deductions prior.

If yes, please give details_____

I/we the applicants hereby authorise Aquila Realty to conduct enquiry and other searches that will verify the information provided by me/us. I/we do solemnly and sincerely declare that all information provided by me/us is true and correct and has been willingly supplied to assist in the assessment of my/our application.

Tenant/s Signatures: X X
X X

THE FOLLOWING CONDITIONS FORM PART OF THIS APPLICATION:

- 1.** Tenant/s acknowledges, they will Receive, and will Read our Tenant Handbook – (*once accepted by Owner*)
- 2.** Tenants acknowledge no nails, screws, picture hooks or blue-tac to be put on any wall or door without written permission from the Owner
- 3.** Tenants agree to clean all windows and sliding doors, periodically as well as upon vacation of the property, including glass, frames & tracks.
- 4.** A rent review will be conducted every six months in accordance with Section 30 of the Act
- 5.** Tenant will be responsible for cost of any repair caused by careless use or neglect to blocked drains (I.e. hair, food, fat, toys or any unknown item found).
- 6. GARDENS / LAWNS & OUTSIDE AREAS**
 - a)** All Outside areas, including Gardens, Lawns & Paving must be maintained regularly in accordance with the ingoing Condition of the property, as well as the Report at the commencement of the tenancy, this includes watering grass & gardens by hand on non-sprinkler permitted days if required and removal of weeds and/or overgrown grass in gardens, on paving and on the lawn. Hand watering of the plants & gardens is required between allowed watering days, to ensure that gardens & lawns are maintained in a healthy condition,
 - b)** Tenants agree to keep the Driveway & Carport free of oil spills & stains & agree to put a drip tray or mat down to protect surfaces,
 - c)** No vehicles to be parked or driven on grass or lawn areas, and no unlicensed Vehicles are to be kept at the property,
 - d)** RETICULATION - It is the responsibility of tenants to ensure reticulation continues working, and comes on, only on the days allocated by relevant Water Authority, using last digit of applicable house number. This includes regular checking & replacement of sprinkler heads,
 - e)** Tenant must either, check, turn on or reset Control Box upon Power failure and/or change Seasonal / Weather restrictions on a regular basis,
- 7. INSPECTIONS**
 - a)** Tenants are aware, acknowledge & accept a property officer from Aquila Realty conducts Routine Inspections on weekdays (Monday to Friday) but usually Wednesdays or Thursdays between hours of 12pm and 6pm - with the appropriate notice given. We will endeavour to meet at an agreed specified time on the agreed day, should that be the requirement of the tenant & Tenants understand & accept the office key will be used if required,
 - b)** Photo's may be taken by Property Inspector, during Routine Inspections (*we endeavour not to include personal items or photographs*),
- 8.** Tenants are aware that they need to take their own Contents Insurance for their own personal property.

9. Should the property have wooden floorboards, furniture protectors must be used under all items of furniture to avoid any damage to the floorboards.

10. Should there be an air conditioner at the property, the filters must be cleaned on a regular basis (*once per month*) to ensure optimum working order of same

11. Should an internal outlet plug exist for an antenna, tenants are aware there may not necessarily be an antenna provided for their use, for same.

12. Should an internal phone connection exist, tenants are aware as per the standard lease agreement, they are responsible for any connection and associated costs of same

13. Should Solar Energy be in place at the property, Tenant must apply to Synergy or applicable utility for any applicable Rebates to be applied to their themselves, within 30 days of lease commencement.

14. END OF TENANCY

a) NOTICE to Vacate - Aquila Realty requires a signed Letter from all Tenants regarding their intention to vacate at least 30 days prior to Lease end date (fixed Term lease) 21 days if periodic lease.

b) POOLS & POOL SPAS - Tenant agrees to provide to the Owner / Property Manager A certificate from a Professional Pool Operator, stating that the pool & all it's apparatus, including the filter, are in good working order & in a hygienic & safe condition at the end of this lease. (At the Tenants Expense),

c) Shower curtain/s must be replaced or cleaned upon vacation of the property,
(*Please refer to the original Property Condition Report*)

d) Light globes inside and outside Premises, must all be in working order upon vacation of the property,

e) ENDING A FIXED TERM AGREEMENT - Breaking a Lease

Tenants are aware compensation charges may apply, should tenant choose to vacate prior to Lease expiring Example of such Charges: Unexpired days of Lease x Daily Rent (*Portion of Letting Fee*)

Advertising Costs - Property Condition Report

Final Bond Inspection (*All fees charged to Tenants are as charged to Owner in Management Fees*),

15. Keys & Electronic Keys - Tenants acknowledge, understand & accepts all keys / remote controls belong to property, including replacement and extra keys / remote controls Tenants have cut for their own use.

16. SMOKE ALARMS & SECURITY

a) Smoke Alarms Yearly Battery Replacement - Tenants are aware it is their responsibility to replace the battery once every year. Generally it is well advertised for annual battery replacement on the 1st of April each year,

b) Smoke Alarms should be tested on a regular basis. Preferably once a month. Should Smoke alarm not be working, Tenant to advise Owner / Agent immediately,

c) Tenants should not tamper with Smoke or Security Alarms other than, for the above reasons,

d) Cleaning of Smoke Alarm - check for cobwebs, insects and dust every 6 months - clean with soft brush attachment around vents & spray around vents to prevent insects nesting inside,

e) Never paint over Smoke Alarms

PET SPECIAL CONDITIONS:



Type & Breed of Pet:

Name of Pet:

Age of Pet:

Registration Number:

Address of Premises:

Tenant Names:

Tenant/s Signatures: X X

Date: ____/____/____

1. The Tenant must be a responsible pet owner, showing due care for the cleanliness of the Pet and the Owner's Premises and for the amenity of the neighbourhood.
2. If the Premises are part of a strata scheme and the Strata Owners resolve that pets cannot be kept on the strata lot comprising the Premises, then the Tenant must remove the Pet from the Premises.
3. If the Tenant breaches these conditions and fails to remedy any breach within 14 days after written notice of breach has been then the Tenant must immediately remove the Pet from the Premises.
4. The Tenant agrees to abide by any laws or by-laws of the Local Government Authority relating to Pets.
5. Any additional or replacement pets to the Pet, must be approved by the Owner in writing, and if approved, will be subject to these conditions.
6. The Owner may at any time request, and the Tenant must provide, a photograph of the Pet.
7. The Owner and Tenant agree that the Pet must:
 - a) be kept clean, quiet and controlled at all times,
 - b) be free from parasites and disease,
 - c) be domesticated,
 - d) not disturb neighbours, other tenants or other pets,
 - e) not wander unsupervised (*except for a cat, which must be kept indoors at night*),
 - f) be toilet trained,
 - g) receive appropriate veterinary care where required,
 - h) be under control or on a lead when passing through any common property, so that the Pet does not disturb other tenants, their visitors or other Pets.
8. The Tenant is responsible for keeping all areas where pet is housed and fed, clean, fresh, safe and free from parasites.
9. The Tenant must promptly pick up and dispose of all faeces (*pet droppings*) in an appropriate bag and have them placed in a rubbish bin and wash away urine from outdoor areas.
10. The Tenant is liable for any damage or injury caused by the Pet to the Premises and will pay the Owner For any costs or expenses incurred by the Owner as a result of damage or injury to any person or property. Damage includes destruction or damage to garden, lawn, reticulation and courtyard areas.
11. The Tenant warrants that, having inspected the Premises, the fences at the Premises are adequate to enclose the Pet. If the fences are not effective at enclosing the Pet, then the Tenant must make alternative arrangements to accommodate the Pet.
12. If the fence is damaged (*not by the tenant or the pet*) and becomes inadequate to enclose the Pet, then the Tenant must **a)** promptly notify the Owner / Agent and **b)** make alternative arrangements to accommodate the pet, until the fence is repaired.
13. If the Pet is capable of carrying parasites that can affect humans, then the Tenant agrees to increase the Security Bond by \$260.00 (*Pet Bond*).
14. No Pets to be kept inside the premises unless otherwise agreed & accepted by Owner.
15. Should a cat be accepted at the Premises and not be accepted to be indoors, Tenant is responsible for installing an appropriate cat run outdoors with Owners written permission. When Tenant vacates the property, Tenant must remove cat run and should any damage occur to Property as a result, any damage to be rectified immediately.

application to enter into residential tenancy agreement

EXPLANATION FOR APPLICANTS

Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises

The Lessor of the Premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the Premises.

To enable the Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.

The purpose of this form is:

First, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

Second, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

Third, to inform You of the money that is required to be paid prior to taking possession of the Premises; for example, the value of the Security Bond (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

Fourth, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

Your action if You wish to apply for the Residential Tenancy Agreement:	<ol style="list-style-type: none">1. Complete this Application.2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.
Lessor's action if You do not succeed with Your Application:	<ol style="list-style-type: none">3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision.
Lessor's action if You succeed with Your Application:	<ol style="list-style-type: none">4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement.
What You will then need to do if You are the successful Applicant:	<ol style="list-style-type: none">5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist.6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application.

FOR: Premises Address:

Address 1				
Address 2				
Suburb		State		Postcode

FROM: Proposed Tenants' Names:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

TO: The Property Manager:

Agency Name	Aquila Realty		
Address	Shop T5, 31 Egerton Drive, Aveley, WA, 6069		
Telephone	92974628	Facsimile	6296 6021
E-mail	paul@aquilarealty.com.au		

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PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises					
Address 1					
Address 2					
Suburb		State		Postcode	

2. Rent \$ per week

3. Option Fee (if applicable) \$

4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager:

REQUIRED MONEY

(a) Security bond of	\$ <input type="text"/>
(b) Pet bond (if applicable)	\$ <input type="text"/>
(c) First two weeks rent	\$ <input type="text"/>
(d) Less Option Fee (if paid)	\$ <input type="text"/>
(e) Total	\$ <input type="text"/>

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PART B (TO BE COMPLETED BY YOU)

NOTE: This document is not a Residential Tenancy Agreement and does not grant any right to occupy the Premises

INFORMATION FROM "YOU" (the proposed tenant or tenants)

TENANCY DETAILS

5. You require the tenancy for a period of months from to
6. At a rent of \$ per week
7. Total number of persons to occupy the Premises Adults Children Ages
8. Pets - Type of Pet Breed Reg. No. Age
Type of Pet Breed Reg. No. Age
9. Do you intend on applying for a residential tenancy bond from a State Government Department? ☐ Yes ☐ No
If Yes, \$ Branch:
10. Bank account details for refund of Option Fee (if applicable)
Bank: BSB:
Account No.: Account Name:
11. Any Special Conditions requested by You:

NOTE: The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy
Email (optional):
Fax (optional):
Postal address (required):

PO Box	<input type="text"/>	Town/City	<input type="text"/>	Postcode	<input type="text"/>
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				

13. You declare that You are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, You must pay that Option Fee to the Property Manager at the same time You make this application. The Option Fee must be paid by You by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You by way of an electronic transfer to Your bank account details set out in Part B within 7 days of the decision.

application to enter into residential tenancy agreement

18. If You are the successful application the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:

- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and;
- (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
- (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor; or
- (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
- (b) if You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for You to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

Note: Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.

19. YOU MUST UNDERSTAND THAT IF YOU ARE THE SUCCESSFUL APPLICANT AND THE LESSOR PROVIDES YOU WITH A PROPOSED RESIDENTIAL TENANCY AGREEMENT BUT YOU DO NOT COMPLY WITH PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.

20. DEFINITIONS

- (a) **"Act"** means the *Residential Tenancies Act 1987* including any amendments.
- "Application"** means this Application to enter into a Residential Tenancy Agreement.
- "Business Day"** means any day except a Sunday or public holiday in Western Australia.
- "Lessor"** means the person/entity with the authority to lease the Premises.
- "Option Fee"** means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
- (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
- (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
- (iii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.
- "Premises"** means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.
- "Property Manager"** means the real estate agent appointed by the Lessor to lease and manage the Premises.
- "Residential Tenancy Agreement"** means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.
- "You"** or **"Your"** means the person or persons making the Application to Lease the Premises.
- (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.

21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor may see fit.

The personal information You give in this Application or collected from other sources is necessary for the Lessor or Property Manager to verify Your identity, to process and evaluate the Application, to manage the tenancy and to conduct the Property Manager's business. Personal information collected about You in this Application and during the course of the tenancy may be disclosed for the purpose for which it was collected to other parties including to the Lessor, referees, other Property Managers, prospective lessors, third party operators of residential tenancy databases, and prospective buyers of the Premises. Information already held on residential tenancy databases may also be disclosed to the Property Manager or Lessor.

If You enter into the Residential Tenancy Agreement or You fail to comply with Your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about You during the course of this Application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted by law) and debt collectors, other Property Managers, prospective lessors and prospective buyers of the Premises.

If You would like to access the personal information the Lessor or Property Manager holds, You can do so by contacting the Property Manager. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Name:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

Signature:

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application to enter into residential tenancy agreement

NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES Section 82C - *Residential Tenancies Act 1987*

1. It is the Property Manager's usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
2. The name of each residential tenancy database the Property Manager or Lessor usually uses, or may use, for deciding whether a residential tenancy agreement should be entered into with a person are set out below:
3. The contact details for the database operator(s) who operates the database(s) used by the PM as referred to above are as follows:

(a) **TICA** (strike out if inapplicable)

- (i) **Address:** PO Box 120, Concord NSW 2137
- (ii) **Telephone:** 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
- (iii) **Facsimile:** (02) 9743 4844
- (iv) **Website:** www.tica.com.au

(b) **National Tenancy Database** (strike out if inapplicable)

- (i) **Address:** GPO Box 13294, George Street 120, Brisbane QLD 4003
- (ii) **Telephone:** 1300 563 826
- (iii) **Facsimile:** (07) 3009 0619
- (iv) **Email:** info@ntd.net.au
- (v) **Website:** www.ntd.net.au

(c) **Other Databases** (if applicable)

- (i) **Name:**
- (ii) **Address:**
- (iii) **Telephone:**
- (iv) **Facsimile:**
- (v) **Email:**
- (vi) **Website:**

4. The applicant may obtain information from the database operator in the following manner:

(a) as to TICA:

- (i) Postal and fax application forms can be downloaded from www.tica.com.au. Information regarding application fees can be found on the application form;

(b) as to the National Tenancy Database:

- (i) A request for rental history file can be downloaded from www.ntd.net.au. A link to the form can be found under the tab "For Tenants".
- (ii) A request for rental history may be submitted by post, fax or email.

- (c) as to
- (i)
-

NOTE: This notice is required to be given regardless of whether the Property Manager intends to conduct a search on the particular applicant.

application to enter into residential tenancy agreement



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YOUR (First Person's) PARTICULARS

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work			Mobile			Home		
Email							Gender		
Date of Birth		Place of Birth			Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No			Country of Issue		
Medicare Card No				Ref No		Colour		Expiry Date	
Other ID									
Vehicle Type & Registration No									
Anything else to support Your Application									

Smoker ☐ Yes ☐ No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

(i) Name of current lessor or managing agent to whom rent is paid

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(ii) Previous address of Applicant

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(iii) Occupation

	(Note: Your Employer may be contacted to verify employment)			
Employer		Phone No		
Period of Employment		Wage	\$	
If less than 12 months, name and address of previous employer				
Explanation if no employment:				

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

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YOUR (Second Person's) PARTICULARS

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work		Mobile		Home				
Email					Gender				
Date of Birth		Place of Birth		Family Name at Birth			Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No		Country of Issue	
Medicare Card No		Ref No		Colour		Expiry Date	
Other ID							
Vehicle Type & Registration No							
Anything else to support Your Application							

Smoker ☐ Yes ☐ No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

(i) Name of current lessor or managing agent to whom rent is paid

	Phone No	
Address		
Rental Paid	\$	Period Rented From
Reason for leaving		

(ii) Previous address of Applicant

	Phone No	
Address		
Rental Paid	\$	Period Rented From
Reason for leaving		

(iii) Occupation

Employer	Phone No	
Period of Employment	Wage	\$
If less than 12 months, name and address of previous employer		
Explanation if no employment:		

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

application to enter into residential tenancy agreement



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YOUR (Third Person's) PARTICULARS

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work		Mobile		Home				
Email					Gender				
Date of Birth		Place of Birth		Family Name at Birth			Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No		Country of Issue	
Medicare Card No		Ref No		Colour		Expiry Date	
Other ID							
Vehicle Type & Registration No							
Anything else to support Your Application							

Smoker ☐ Yes ☐ No

Personal References

a) NAME		TELEPHONE	
b) NAME		TELEPHONE	

(i) Name of current lessor or managing agent to whom rent is paid

	Phone No	
Address		
Rental Paid \$		Period Rented From To
Reason for leaving		

(ii) Previous address of Applicant

	Phone No	
Address		
Rental Paid \$		Period Rented From To
Reason for leaving		

(iii) Occupation (Note: Your Employer may be contacted to verify employment)

Employer	Phone No	
Period of Employment	Wage \$	
If less than 12 months, name and address of previous employer		
Explanation if no employment:		

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

application to enter into residential tenancy agreement

YOUR (Fourth Person's) PARTICULARS

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work		Mobile		Home				
Email					Gender				
Date of Birth		Place of Birth		Family Name at Birth			Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No		Country of Issue	
Medicare Card No		Ref No		Colour		Expiry Date	
Other ID							
Vehicle Type & Registration No							
Anything else to support Your Application							

Smoker ☐ Yes ☐ No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

(i) Name of current lessor or managing agent to whom rent is paid

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(ii) Previous address of Applicant

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(iii) Occupation

	(Note: Your Employer may be contacted to verify employment)			
Employer		Phone No		
Period of Employment		Wage	\$	
If less than 12 months, name and address of previous employer				
Explanation if no employment:				

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

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**By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises.
Your Application may or may not be successful.**

Your Signature (First Person)	<div></div>	Date	<div></div>
Your Signature (Second Person)	<div></div>	Date	<div></div>
Your Signature (Third Person)	<div></div>	Date	<div></div>
Your Signature (Fourth Person)	<div></div>	Date	<div></div>

INFORMATION FOR TENANT**WHAT YOU MUST KNOW ABOUT YOUR TENANCY****At the start of your tenancy you must be given the following by the lessor or the property manager of the premises:**

- a copy of this information statement
- a copy of your residential tenancy agreement
- 2 copies of the property condition report (must be received within 7 days after you have entered into occupation of the premises)
- a bond lodgment form for you to sign (if you are paying a security bond), so that it can be lodged with the Bond Administrator
- keys to your new home.

UPFRONT COSTS**You are not required to pay:**

- more than 2 weeks rent in advance (see "ESSENTIALS FOR TENANTS" below for more information)
- more than 4 weeks rent as a security bond (if the rent is less than \$1 200 per week)
- more than \$260 for a pet bond (if you are allowed to keep a pet on the premises)
- any other amount.

ESSENTIALS FOR TENANTS**Follow these useful tips and pieces of information to help avoid problems while you are renting:**

- If you have paid a security bond, you should receive a Record of Payment of Security Bond (record of payment) when the bond is lodged with the Bond Administrator at the Department of Commerce. If you do not receive the record of payment within 4 weeks of paying the bond, contact the Consumer Protection Advice Line on 1300 30 40 54 to make sure it has been lodged correctly. The record of payment will also advise you of your Rental Bond Reference Number.
- If you do not agree with the property condition report, mark your concerns on the report and return it to the lessor. The property condition report is an important piece of evidence. If you do not take the time to complete it accurately, money could be taken out of your bond to pay for damage that was already there when you moved in.
- If you paid an option fee, it should be applied to your rent or returned to you.
- The lessor cannot require you to pay more than 2 weeks rent in advance at any time during the tenancy agreement. However, at any time during the tenancy agreement, you can choose to pay more.
- Never stop paying your rent, even if the lessor is not complying with their side of the agreement (e.g. by failing to do repairs) – you could end up being evicted if you stop paying rent.
- You must not stop paying rent with the intention that the lessor will take the rent from the security bond.
- You or the lessor will need to give notice in writing before ending the tenancy agreement (see "ENDING THE RESIDENTIAL TENANCY AGREEMENT" in your residential tenancy agreement).
- On the day your tenancy agreement ends, you must give vacant possession of the premises to the lessor (this includes handing over the keys to the lessor or the property manager). You may be liable to pay damages to the lessor if you do not vacate on time.
- If the property has a pool or garden, be clear about what the lessor expects you to do to maintain them.
- Under the *Building Regulations 2012*, owners and occupiers are responsible for ensuring that a suitable enclosure is provided around a swimming pool or spa-pool on the property. If a fence, wall, gate, window, door or other barrier around a swimming pool or spa-pool is not in working order or does not comply with *Building Regulations 2012*, contact your lessor or property manager immediately to arrange urgent repairs. If delays occur, or you need more information, contact your local government
- Loose blinds or curtain cords or chains which are not fixed out of reach pose a strangulation risk for children. Contact your lessor or property manager to discuss arrangements about making window coverings safe. Product safety laws apply.
- Be careful with what you sign relating to your tenancy, and do not let anybody rush you. Never sign a blank form, such as a claim for refund of bond.
- Keep a copy of your property condition report, rent receipts, bond receipt, record of payment of bond and copies of letters/emails you send or receive in a designated tenancy file or folder. Keep it somewhere you can easily find it.
- You must provide a forwarding address to the lessor or the property manager of the premises when you leave the premises. It is an offence not to do so.

COMPLAINTS AND DISPUTES

If a dispute between a lessor and a tenant is to be decided by the court, it must be dealt with by a court that has jurisdiction to hear and determine the application. The Magistrates Court has exclusive jurisdiction to hear and determine applications relating to bond and other tenancy matters that do not involve a claim over \$10 000. When making an application to the Magistrates Court, you must always use the name of the lessor on the application form and not the property manager or agent.

If you need to give the lessor a notice under the *Residential Tenancies Act 1987*, it should be in writing and can be given to the lessor or the property manager of the premises, someone living with the lessor who appears to be over the age of 16, or to the person who usually receives the rent.

If the lessor needs to give you a notice under the *Residential Tenancies Act 1987*, they can do so by posting it to you or by giving it to someone living in the rented premises who appears to be over 16 or to the person who usually pays the rent.

Where there are 2 or more lessors or tenants, notice only needs to be given to one of them.

For information about the Magistrates Court, including what forms you should use, visit their website at www.magistratescourt.wa.gov.au or go to the Department of Commerce website at www.commerce.wa.gov.au/ConsumerProtection to view general information publications about disputes and about the Magistrates Court process.

FURTHER INFORMATION**CONSUMER PROTECTION DIVISION, DEPARTMENT OF COMMERCE**

Perth office: Forrest Centre, 219 St Georges Terrace, Perth, Western Australia 6000

Hours: 8:30 a.m. – 5:00 p.m. **General Advice Line:** 1300 30 40 54

Email: consumer@commerce.wa.gov.au

Internet: www.commerce.wa.gov.au/ConsumerProtection

REGIONAL OFFICES:

Goldfields/Esperance: (08) 9026 3250 | **Great Southern:** (08) 9842 8366 | **Kimberley:** (08) 9191 8400

South-West: (08) 9722 2888 | **North-West:** (08) 9185 0900 | **Mid-West:** (08) 9920 9800

The WA Government provides funding assistance to the WA Tenancy Network which provides advice, information and advocacy to tenants throughout Western Australia.

Contact the Consumer Protection Advice Line on **1300 30 40 54** for referral to a centre near you.